



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

17 MAY 1999

CONTRACTING POLICY MEMO 99-C-03

MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Use of Posting System for All Written Solicitations

Your efforts implementing the Electronic Posting System (EPS), per the attached memorandum, are a great step forward in our movement to a paperless environment. All contracting activities were required to migrate from their existing posting systems to the use of EPS, or for Air Force Materiel Command, to send reference data to EPS. We must now move to the next step to achieve our paperless contracting goals.

Effective 1 Jun 99, all solicitation packages shall be made available to vendors electronically, either through a posting system, or directly in the case of sole or limited source procurements. Contingency contracting, telephonic quotes and Electronic Data Interchange (FACNET) transactions are exempt from all posting requirements. In those cases where solicitations are made available electronically, but a vendor does not have the capability to receive it electronically, contracting activities may release a solicitation in paper format to that vendor upon request. An electronic solicitation package must include all attachments electronically. If solicitation packages are too large to effectively use the Web, or if release to the public on the Internet is inappropriate for security reasons, other media such as compact discs are recommended. You should work with your requiring activities to have them provide the necessary electronic attachment files.

With only seven months remaining to achieve the DEPSECDEF's paperless contracting goal, it is imperative the contracting community step out quickly to support our electronic posting effort. Please provide any impediments to achieving the 100 percent posting requirements and the actions you are taking to address/eliminate those impediments to SAF/AQCI through your MAJCOM POC immediately. My focal point is Capt Lee Kair, at DSN 425-7048, or e-mail lee.kair@pentagon.af.mil. For more information on electronic solicitations, you can visit http://www.safaq.hq.af.mil/contracting/mgmt_info/EPS/.

This policy memo is effective for one year or until an AFFARS change is enacted.

Thanks for your excellent support so far. We are now on the final lap, and I need your help even more!!!

Frank J. Anderson Jr.
FRANK J. ANDERSON, Jr., Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
SAF/AQC memo, 12 Jan 99



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MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

12 Jan 99


SUBJECT: Implementation and Use of Electronic Posting System (EPS)

SAF/AQC and the General Services Administration (GSA) are partnering to achieve paperless business processes in the areas of publishing synopses and posting solicitations and other acquisition documents using a system called Electronic Posting System (EPS). This will assist vendors in their ability to locate business opportunities within the Air Force, and will ultimately allow vendors to forward secure, electronically signed proposals. EPS is a significant step forward for the Air Force Contracting community and our paperless contracting efforts. More importantly, EPS is truly changing the way we conduct business and accelerates us forward in the Electronic Business/Electronic Commerce arena.

Over the last several months, our Contracting Systems Division has briefed this important initiative to you and your staff MAJCOM-DRU POCs. Additionally, they have trained your POCs in the use of EPS and have prepared them for training your field units in the use and administration of EPS.

Effective 15 April 1999, all Air Force contracting activities will post all electronic solicitation and synopsis information on EPS with the exception of electronic drawings which may be hosted at local bases, but referenced in EPS. For those AFMC organizations/activities with existing posting systems in place, they may utilize EPS either by posting their documents to EPS, or by sending index data to EPS from their local business opportunity pages depending upon their current business process/practice.

If you have any questions, please contact my point of contact, Capt Lee Kair, at DSN 425-7048, or e-mail lee.kair@pentagon.af.mil. For more information about EPS, you can visit <http://eps.arnet.gov> or http://www.safaq.hq.af.mil/contracting/business_oppty/solic-update.html.


FRANK J. ANDERSON, Jr., Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)